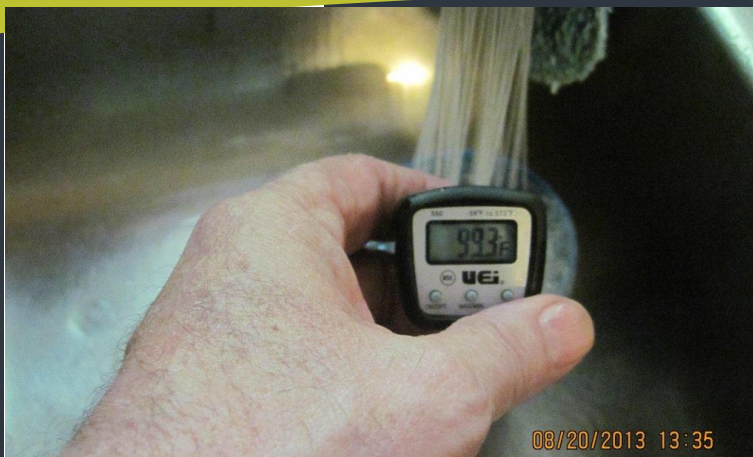


# The Weatherization Xpress



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### IWAP Path:

<https://ihcdaonline.com/wap/>

Weatherization informational brochure to be released to EAP intake staff by October 1. Posters will also be available for all offices.

### P&P Manual

Weatherization Policy and Procedures Manual is being updated. The manual and all updated forms can be found online at <http://www.in.gov/myihcda/> by October 31.

### IHCDA Website

The Public side is client-oriented focusing on qualifications for weatherization services, allowable services, service providers and utilities. Public/

Consumer site:  
[www.ihcda.in.gov](http://www.ihcda.in.gov).

The Partner side is your site to find policy and forms. Partner site: <http://www.in.gov/myihcda/>

## Call for Weatherization Day Activities

Have you ever known a really good story teller? You know – that person who can take any information available to them and deliver it in such a manner that it becomes an entertainment extravaganza! Well, Weatherization Day activities provide an excellent opportunity to tell the story of Weatherization. IHCDA is seeking sub-grantees who are willing to plan and implement Weatherization Day activities during October 2013.

It is no surprise to any of us that the last year or two have been anything but normal or easy for Indiana's Weatherization Network. But throughout all of the difficulty, confusion and uncertainty one thing has remained constant – Indiana's Weatherization Network's drive and desire to provide the best possible energy efficiency services to our clients. That is the story that needs to be told.

If you are willing to plan and implement Weatherization Day Activities, please contact Ray Judy at [rjudy@ihcda.in.gov](mailto:rjudy@ihcda.in.gov).

## Carbon Savings Project Coming

Indiana is moving forward with NASCSP and the carbon trading program. IHCDA introduced this concept during the SAMM's held in May 2013. While there have been some delays in obtaining the needed approvals NASCSP now appears ready to move forward. What does this mean to IHCDA's sub-grantees? It means Roeing will be adding the capability to IWAP to collect additional data which, in turn, means each sub-grantee must enter additional data to meet the requirements for selling the carbon savings. Most sub-grantees already collect the majority of the needed data. However, some of that data remains in the hard copy of the client file instead of being entered electronically.

This project has incredible earning potential over future years for Indiana's Weatherization Assistance Program. Since the money is required to be placed back into the WAP, it will result in additional homes being weatherized for many years to come. The initial income will no doubt be low but it is a process that builds over time.

It will also be necessary for IHCDA's sub-grantees to obtain signatures on a client release form related to selling the carbon savings. Basically the carbon savings generated by the energy saving weatherization work belong to the homeowner. The client release turns those savings over to NASCSP to be sold on the carbon market. NASCSP is recommending the release be signed at the time of final inspection. That ensures the home has received all appropriate weatherization measures. IHCDA can go back to previously completed clients and will be contacting a few sub-grantees to gauge the feasibility of obtaining client releases for past completions.

IHCDA is very excited about this project—stay tuned for more information.

## NEAT and MHEA Training

IHCDA is working with NREL and DOE to provide NEAT and MHEA training in October. IHCDA is requesting that each sub-grantee designate one staff member who will be the primary contact for NEAT and MHEA moving forward. Ideally this will be the person establishing and maintaining the libraries, becoming the most knowledgeable about the software and its operation, and ultimately the contact person for questions and issues regarding NEAT and MHEA at the sub-grantee level. In order to be ready for this training, each sub-grantee will need the ability to come to the training with a laptop computer loaded with version 8.6 of the NEAT/MHEA software.

**NEAT/MHEA training is scheduled:**

**Date: Oct 15-17**

**Start time: 9:00 am EST**

**Location: INCAA, 1845 West 18th Street Indianapolis IN 46202**

**Trainer: Mark Ternes of NREL**

**Registration Deadline: October 9**  
**<http://intelligentweatherization.org/>**

**Participant responsible for lodging and meals**

## Moisture Assessment Forms

IHCDA wants to remind all sub-grantees that each client file must have a properly completed Moisture Assessment Form. Please remember that the purpose of the Moisture Assessment Form is to properly and thoroughly document the conditions of each home.

One example that brings forth this reminder is from a recent IHCDA monitoring visit. The Moisture Assessment Form in the client file had no concerns or issues mentioned. From looking at the form one would assume there were absolutely no issues with the home. When IHCDA arrived at this home it was noticed that the foundation of the home was located "below" street level. Upon entering the home and speaking with the client it was discovered that during heavy rains the overflow water from the street enters the basement of this home.

While this home does have a working sump pump, a back-up sump pump, a dehumidifier and a client who stays on top of the situation, it is clear that the Moisture Assessment Form did not reflect the moisture issues at this home. IHCDA cannot stress enough the necessity of the Moisture Assessment Form being accurate and thorough, clearly depicting the condition of the home prior to weatherization. It is the first and last line of defense should issues with the home arise as a result of the home being weatherized.

## PROGRAM DEADLINES

**WS-013:** The State LIHEAP Weatherization program will end on **Sept 30, 2013**. Signed closeout forms are due to IHCDA on **Nov 15, 2013** (45 days). Along with the closeout form, please provide the job expense report to support your completion data.

**WL-013:** The LIHEAP Weatherization program will end on **Sept 30, 2013**. Signed closeout forms are due to IHCDA on **Nov 15, 2013** (45 days). Along with the closeout form, please provide page one (1) of the quarterly report to support your completion data.

Closeout forms can be requested from Pamela Emery

*Claims submitted after Nov 15, 2013 will be subject to denial.*

IHCDA has renewed the subscription to Home Energy magazine through 2014 for all Weatherization Program Managers.

**Congratulations!**  
Tony Sprague has been named CASI's new Weatherization Program Manager

## New DOE Regulations Coming

The DOE is in the process of implementing new regulations for the Weatherization Assistance Program nationwide. These regulations will bring numerous changes to the way Indiana operates their WAP. While more specific details will be given during the upcoming Semi Annual Manager's Meetings, the following information is a snap shot of what is coming:

- Implementation of DOE's national Quality Control Inspector [QCI] certification
- Requirement of every completion being inspected by a DOE certified QCI
- Requirement that the initial auditor and final inspector [QCI] must be two different people
- Requirement that grantees field guides must be aligned with DOE's Standard Work Specifications [SWS]
- Development of program management and fiscal training
- Contractual language changes for grantee, sub-grantee and sub-contractor contracts
- Implementation of DOE's national Energy Auditor certification is not far behind

IHCDA is doing their best to stay abreast of these new requirements and are working on their implementation. IHCDA and INCAA are closely working together on these issues and will provide timelines and implementation plan details at the SAMM and future emails as deemed necessary.

## Background Checks

IHCDA is reminding all sub-grantees to review the requirements for background checks in Section 600, sub-section 610 of the Policy and Procedures Manual. IHCDA has discovered during recent monitoring visits that the background checks are not being performed prior to individuals working in client homes, not being performed to gain the required information, or not being performed at all.

According to Section 600 of the Policy and Procedures Manual, the background check is to be performed prior to sub-grantee staff or sub-contractor employees being hired. This provision ensures that the background check is completed prior to any sub-grantee staff or sub-contractor employee entering a client home.

Please ensure that your background check procedures meet all IHCDA requirements as outlined in Section 600 of the Policy and Procedures Manual.

For information on service providers that meet DOE background check guidelines, contact Steve Osborne at [sosborne@ihcda.in.gov](mailto:sosborne@ihcda.in.gov)

## **OCTOBER SAMM**

**October 3, hosted by REAL Services**  
**10:15 to 4:30 Eastern Standard Time**  
**Fulton County Library**  
**320 W. 7th Street**  
**Rochester, IN 46975**

**October 9, hosted by H.S.I**  
**10:00 to 4:30 Eastern Standard Time**  
**Headstart in Cross Cliff School**  
**4355 E 600 N Columbus, IN 47203**  
**(enter through front door of school and sign in)**

### **DOE 2012 Carryover and 2013 Grant Progress**

Based on the final 2012 closeout amount, carryover funds have been distributed. Carryover funds must be expended prior to use of the 2013 DOE allocation. With that in mind, 75% of carryover funds allocated must be claimed before a sub-grantee can request access to their portion of the 2013-allocation. Details on requesting access to the 2013 funds can be found in the carryover grant agreements.

Upon request, new grant agreements and budget forms for the 2013-14 DOE allocation will be issued. The effective date is the date the request is approved. Cost incurred prior to the approval date cannot be charged to that grant agreement.

For questions pertaining to grant agreements, please contact Pamela Emery.

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## **Incidental Repair Costs**

IHCDA has been asked to clarify Incidental Repairs in relation to Indiana's site built and mobile home priority lists. The purpose of this article is to hopefully shed some light on the proper usage and coding of incidental repair costs.

The first thing to remember is that incidental repair cost **MUST** be paired with an Energy Conservation Measure [ECM]. Energy Conservation Measures are those items we most often refer to as the shell measures performed on the home. In other words it will be items such as exterior side wall insulation, attic insulation, attic air sealing, major bypass sealing, etc.

In addition to incidental repairs being tied to an ECM they must also meet the SIR formula outlined within the new site built and mobile home work orders released in July.

If the measure or measures you are attempting to attach an incidental repair cost to do not have a formula attached to it, then the cost is not allowed. An example is belly repair and insulation for mobile homes. You will note in reviewing the mobile home work order that there is no incidental repair formula listed for floor repair and insulation. Any incidental repair cost added to this measure would cause it to no longer meet an SIR of 1 or greater resulting in the incidental repair not being allowed. This necessitates that no incidental repairs cost can be added to this measure.

Based upon the information listed above it is also imperative to understand that incidental repair cost **ARE NOT APPLICABLE** to Health and Safety items. Health and Safety costs are not applied to the average cost per home so are not required to meet a SIR of 1 or greater. This is based upon DOE's reasoning that Health and Safety items are exactly that – items or measures installed to address the health and safety issues of the home. They are not tied to energy savings and therefore are not considered energy conservation measures - they are separate and apart from any consideration being given to incidental repairs.

IHCDA will be covering incidental repair costs in greater detail during the October Semi-Annual Managers Meetings.

Questions regarding incidental repair costs should be directed to Ray Judy at [rjudy@ihcda.in.gov](mailto:rjudy@ihcda.in.gov) or Steve Osborne at [sosborne@ihcda.in.gov](mailto:sosborne@ihcda.in.gov).